



PEACE, PROSPERITY AND  
REGIONAL INTEGRATION

## **IGAD CENTRE FOR PASTORAL AREAS AND LIVESTOCK DEVELOPMENT CENTRE (ICPALD)**

### **REQUEST FOR PROPOSAL**

PROVISION OF SECURITY SERVICES

#### **TENDER DOCUMENT/SCHEDULE OF REQUIREMENTS**

**Date of Issue: 12<sup>TH</sup> MARCH 2024**

**Deadline Date of Submission: 23<sup>RD</sup> MARCH 2024**

**Period of Assignment:**

IGAD Center for Pastoral Areas & Livestock Development (ICPALD) wishes to enter into a Framework Agreement (FA) with qualified suppliers for Vehicle Tracking Services in Nairobi, Kenya.

This being a Competitive Bid process, ICPALD plans to sign a Long-Term Agreement (FA) with a single supplier for a maximum of 5 years to be renewed, subject to satisfactory performance and competitive pricing.

**Content of the bid;**

The bid should be submitted via email to [beverlyne.nyanchera@igad.int](mailto:beverlyne.nyanchera@igad.int)

**Evaluation Process;**

The Purchaser will evaluate and compare the tenders that have been determined to be substantially responsive in accordance with the following requirements:

- a) Two (2) Security guards during the day and two (2) during the night with the option of one (1) dog at night
- b) One security guard at night must be a dog handler

**Scope of services;**

**The services requirement projected for the above services will entail the following:**

- 1. All assignment areas should be manned by required personnel at all times.
- 2. All guards should be in well groomed, in full uniform and presentable while on assignment.
- 3. Guards must report on duty 15 minutes before change over time.
- 4. All vehicles entering and exiting Company premises should have the occupants/ items checked and logged in the register before authority to proceed is granted All company equipment or furniture being removed from premises must be accompanied by duly authorized gate passes whose copy should be retained by the guard.
- 5. Guards must be literate and able to communicate and express themselves verbally and in writing in English and Kiswahili Language.
- 6. Guards should exhibit courtesy, respect and customer care while undertaking their duties
- 7. The guards should be able to conduct crowd control
- 8. The guards should be able to summon police, fire brigade and ambulances in cases of emergencies.
- 9. Guards must not tamper with any apparatus, switches, meters and accessories.

Encl: [Draft Contract](#)